

NSP Demolition SOP

- Before a structure can be demolished it first has to meet one of the following criteria in conjunction with **24 CFR 570.201**:
 - 1) Impaired structural condition that makes it unsafe to persons or property
 - 2) A fire hazard
 - 3) A hazard to public health
 - 4) A public nuisance
 - 5) Dangerous to person or property because of a violation of a statute or ordinance concerning building condition or maintenance
 - 6) Vacant and not maintained in a manner that would allow human habitation, occupancy, or use under the requirements of a statute or ordinance
- Once it has been established to meet the criteria the following procedure is followed:
 - 1) **Submittal**-the case is prepared addressing the reason for demolishing by an Inspector and submitted to the N.I.S Coordinator for approval.
 - 2) **Title Search**-N.I.S Coordinator forwards submittal approval to the Administrator 3 to request a title search for the purpose of obtaining the current property info and any interested party.
 - 3) **Order Issued**-the Administrator 3 then prepares the Raze Order, schedules a hearing date, and notifies the Building Commission to hold permits.
 - 4) **Hearing**- *the actual hearing is held in which interested parties may rebut, then the Hearing Officer affirms the order if no substantive evidence is presented; the Historic Preservation Officer is then notified to do the 106/Environmental Review.*
 - 5) **Appeal/Bid**-*a 10 appeals period follows the hearing. Then the Administrator 3 schedules bids for the demolition.*
 - 6) **Contract/P.O.**-*Bids are awarded by the Safety Board and the Administrator 3 will prepare the contract for the contractors to sign for the demolition.*
 - 7) **Notice to Proceed**-*a P.O. is obtained, the Building Commission has to notify Code Enforcement of the demolition permit, and then a notice to proceed is sent to the demolition contractor. The notice to proceed may not be signed until the 106/Environmental Review is done by the Historic Preservation Officer.*
 - 8) **Demolition**-*the contractor then razes the building and submits a photo of the empty lot along with the invoice for payment.*
 - 9) **Billing**-*Once payment is approved for the demolition then the owner of record is billed.*
 - 10) **Certification**-*If payment is not received from the owner of record the bill is certified and a lien is placed on the property until payment is received to close the case.*